



# Banbury Aspirations Campus Sixth Form

Ruskin Road, Banbury, OX16 9HY  
Telephone: 01295 251451  
Email: [sixthform@wykhampark-aspirations.org](mailto:sixthform@wykhampark-aspirations.org)  
Web: [wykhampark-aspirations.org](http://wykhampark-aspirations.org)

Miss Sylvia Thomas – Principal of Banbury Aspirations Campus

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Dear parents or carers,

As a school we are a cash free school which means all money for trips equipment etc must be paid for using Squid, the cashless catering system. In addition to the payment online, once logged on you may be requested to complete other trip documentation, such as permission slips, medical information and answer questions on choices relating to trips. Other benefits are, the ability to set up automatic top ups for the catering purse and see what food is being purchased by your child.

**Please follow the guidance below for accessing your child's account:**

### **Already have a student in school and already logging on?**

If you are already logging onto sQuid. Please now log on with the E-mail and password that you are already using, but from immediate effect, please now only use the website ***portal.squidcard.com***. (Following an E mail from sQuid in the summer, you may already be using this portal, if so please continue to do so). You will now be able to use the trips and offers purse, and as well as the catering purse.

### **Never had a log on previously for sQuid?**

Please log in using ***portal.squidcard.com*** and follow the details to register by creating a new customer account using your own E mail and password. You should receive an E-mail to verify your account. You will need to click on the link on the E-mail to confirm the registration. (Please note; that the E mail may not be delivered immediately). Once you have clicked on the E-mail link, you will need to input the 16 digit registration number and the 3 digit security code contained within this letter. Once logged in, you should see the name of your child, you can then also search and add any further students in as necessary. Then you will be able to access and top up two purses; a catering purse and a trips and offers purse. You will receive a notification when you have been invited to pay for a trip. Also when you log in to top up your catering purse, you will see if a ***trip offer*** has been made and that a trip is available for payment.

If you think you may have previously had an account for sQuid, but have forgotten your log in details, please log into ***portal.squidcard.com*** and ask to be sent a user log in or a password reminder. Banbury Academy does not have access to this information, so the only way to retrieve this is via the portal.

If you have any problems either with logging on, or whilst logged in. Either see the frequently asked questions within the **Help Centre** (The Help Centre link can be found at the bottom of the NEW sQuid portal pages). Or queries can be sent by E-mail to [customerservice@squidcard.com](mailto:customerservice@squidcard.com)

Regards

Georgina Taylor (Student Services).

*Squid Reg, (needed for initial log on),*

*CVV 3 digit pin number (needed for initial log on)*

